

Instructions for submitting the Progress report:

The progress report template was completed using word, however if you want to convert to excel or another table-based format with the same information and general format, that is acceptable.

After completion of the progress report, please convert to a pdf for submittal to MDT.

Please submit the invoice and progress report as separate pdf files.

MDT PROGRESS REPORT (This can be used for PE and OT phases; a separate template exist for CE progress reports).

Project Name: Montana Highway

Project Number: NH 9-3(45)7 (Project number as stated in the contract)

Project UPN: 9876000

Consultant: ABC, Inc.

Period: June 1, 2020 – June 30, 2020

Approved by: Tom, ABC Project manager

MDT Project manager:

The overall intent of the progress report is to openly communicate project health and status. Ensure that tasks that need attention are addressed proactively. Communication between the Consultant PM and MDT PM are important, critical issues should be discussed on a regular basis, the progress report should be a reflection of these conversations. Keep report brief, 1-2 pages, not intended to be a full discussion. This report is reviewed by Consultant Design and potentially the District Administrator and Preconstruction Engineer.

Tasks Submitted/Completed this Period

Notes: The intent of this section is to convey submittals and completed tasks, plus brief status if they are draft/final, critical path, on schedule, late, etc. List serious issues that effect scope, schedule or budget, if extra explanation is needed put in the Project Issues/Risk section below. Confirm with MDT PM the current schedule and critical path activities.

- Activity 142 - Right of Way plans submitted June 23, 2020, critical path, submitted on schedule.
- Activity 148 - Draft environmental permits submitted June 21, 2020, submitted on schedule.
- Activity 158 - Final Geotechnical Revisions submitted June 19, 2020, delayed 5 days, not on critical path and will not affect the schedule.

Active Tasks this Period

Notes: The intent is to convey health of the activity. State if it is on schedule or if there are issues, % complete and expected submittal date. If extra explanation is required place in the Project Issues/Risk section below.

- Activity 152 - Final plan preparation, 80% completed, critical path, on schedule for July 15, 2020 submittal.
- Activity 165 - FPR Traffic plans, 90% complete, on schedule to deliver July 12, 2020.
- Activity 146 - FPR Bridge plans, 75% complete, delays due to change in bridge rail, could become critical path, due date July 10, 2020.*
- Activity 148 - address MDT comments and working on final environmental permits, 95% complete, on schedule to submit early, July 9, 2020.*

Tasks Starting next Period

Notes: The intent is to state project tasks to start in the next period. If extra explanation is required place in the Project Issues/Risk section below.

- Activity 144 - R/W plan revisions, critical path, on schedule to start July 11, 2020.
- Activity 175 - Prepare for and attend Final Plan Review meeting.
- Activity 121 - additional pick-up survey for the connection to the new county road. Non-critical, survey submittal by July 25, 2020.

*** Project critical issues/ Potential risk**

Notes: The intent of this section is to track any active risk elements or issues that could affect the project scope (major change), schedule (critical path) or budget. List any issues that are preventing you from completing the task, this could be outside entities, departmental issues, consultant limitations or change in key staff/subconsultants. List methods, if applicable, to track or mitigate the risk. Brief explanation preferred, 1-3 sentences. If the risk/issue is resolved, state on the progress report where it has been resolved and then remove from the list, this is intended to track active issues/risks.

1. MDT is working with the County to obtain a maintenance agreement for the shared use path. SOW cannot be completed until the agreement is finalized, this is a critical path task, schedule may slip.
2. *Activity 146 - Bridge rail was changed due to new MASH requirements, this has caused redesign of the deck to accommodate the rail, could delay deliverables of the Final Bridge plans by 1-2 weeks. The activity has one week of float. Extra consultant staff is being utilized to mitigate the change to the extent possible.
3. *Activity 148 - The bridge crosses a Bull Trout stream, if extra permitting requirements are stated in the permit, it may require additional plan and special provision updates. Mitigate by submitting the permits early to the resource agencies to allow more time to incorporate any changes.
4. Waiting on decision from MDT to determine if the plans need to be updated for the new Spec book. Could become critical to implement prior to the 964 submittal depending on the extent of the updates and ripple effect through the plans.
5. MDT R/W identified a landowner who is unhappy about the impacts to his property. MDT R/W will meet with the landowner on sight to discuss the issues, it may result in design changes and delays in R/W negotiation. R/W is on the critical path.
6. Consultant Traffic engineer is leaving the firm, working on hiring a replacement or subconsultant to complete the work. Task is not currently on the critical path.
7. An amendment will need to be prepared to address urgent design changes prior to PIH submittal, this could have schedule implications if it not approved within 2 weeks.

Current project ready date: December 21, 2020 (MDT's formal Ready Date, confirm with MDT PM)

Next Milestone Date: July 2020 Final Plan Review (list next upcoming milestone date, AGR/SOW/PIH/FPR/Submittal to Contract Plans)

Percent budget expended: 40% (use the same % submitted on the invoice, some staff review the progress report but do not see the invoice)

General Project Notes

Notes: List any additional information that pertains to the project and was not captured above.